

DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER – **TWO POSITIONS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public - Applicants must have applied for and passed the **Developmental Services Case Manager Examination** and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position:** Developmental Services Case Manager

**Salary:** HC 24 \$59,089 - \$80,010 (New employees to state service start at the beginning of the range)

**Closing Date:** March 23, 2015

POSITION #	LOCATION	HOURS/WORK SCHEDULE
087304	Private Division, Norwich, CT	Full-Time (70 hours biweekly) 8:30 AM - 4:00 PM
097164	Private Division, Wallingford, CT	Full-Time (70 hours biweekly) 8:30 AM - 4:00 PM

**Examples of Duties:** The Case Manager in the Private Services Division is responsible for providing supports to approximately 40-50 individuals with developmental disabilities. The Case Manager ensures that all Centers of Medicaid and Medicare Services requirements and quality assurance activities are completed as required. Responsibilities include facilitates interdisciplinary team meetings to develop, review and/or modify client service plans including Individual Progress reviews, Quality Service Reviews and Level of Need Assessments; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; develops social service evaluations and service recommendations; ensures compliance with CMMS regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations; assists with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver; reviews and develops individual budgets; provides supportive counseling to clients and their families; gives information to clients, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of client files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

**General Experience:** Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a consumer's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

**Special Requirements:**

1. Incumbent must be eligible to be qualified as a Qualified Intellectual Disabilities Professional. **Applicants must demonstrate in the application the Academic degrees they possess; name of conferring institution and date of conferment.**
2. Incumbent must possess and retain a valid motor vehicle license.
3. Incumbent will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for All Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

Send application materials to:  
Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter

Email: [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) Phone: 203-294-5122 Fax: 860-920-3035

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.